

Workplace Policy Builder



USAID
FROM THE AMERICAN PEOPLE

HEALTH POLICY INITIATIVE

HIV Policies for Better Workplaces

The workplace provides an especially good venue to offer high-quality information, services, and support to a workforce affected by or concerned about HIV. With the epidemic affecting whole industries and businesses, along with families and individuals, strong HIV workplace policies and programs become all the more important. They provide direct services, confront discriminatory practices, protect employee benefits, and reduce stigma in the broader community. A safe, non-discriminatory workplace environment makes it more likely that employees will come forward for HIV testing and counseling. The result is a healthier workforce, lower medical costs, less absenteeism, improved morale, and greater support for affected workers and their families. In addition, HIV workplace policies represent the formal commitment of a company to contribute to the well-being of all workers and the success of their organizations.



WPB in Action

WPB has been used by a variety of public and private organizations around the world, including:

- Business councils in Africa, Asia and Latin America have used WPB to support their members in developing, implementing and evaluating comprehensive, appropriate policies for their workplaces.
- A major port and freight company in Mozambique adopted an HIV policy as part of its standard operating procedures and has used its influence to advocate with its subcontractors to adopt HIV workplace policies.
- Fifty small and medium-sized enterprises in an export-processing zone in Kenya used WPB to develop policies that were in-line with their resources and capacity.
- A garment manufacturer in Lesotho used WPB to design an HIV workplace policy which was consistent with both international standards and the laws of Lesotho.

What is the Workplace Policy Builder (WPB) software?

The WPB software program provides users with a free, interactive tool to develop, implement, and evaluate HIV workplace policies and programs in a participatory, team-building way – from the beginning stages of designing a policy to writing the final policy.

WPB's participatory approach encourages the recruitment of a diverse policy development team that includes management, union leaders, supervisors, and employees to ensure the inclusion of all stakeholders and facilitates the buy-in necessary to successfully implement a workplace policy. The process strives to identify available resources within the organization, and in the community, to assist in achieving the goals identified during the thorough policy development process.



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How can WPB benefit your company?

With WPB, companies can develop policies that are:

Appropriate – for the company, its employees, its resources, and the community

Comprehensive – addressing all relevant policy areas and guided by best practices

Effective – maximize resources, have staff and management buy-in, and integrate monitoring and evaluation

WPB provides:

- A policy design process that complies with internationally recognized standards
- An easy-to-use, step-by-step format
- Guidance based on the International Labour Organization (ILO) “Recommendation concerning HIV and AIDS and the World of Work, 2010” (No. 200) and the ILO’s 2001 “Code of practice on HIV/AIDS and the world of work”
- Informational materials and resources about HIV and its impact on the workplace, including the AIDS Impact Model for Business (AIM-B), which estimates the financial implications of HIV for your business
- Country-specific workplace information, laws, and policies related to HIV for over 120 countries
- Sample HIV workplace policies developed by companies around the world



Download WPB Software for Free

http://www.futuresgroup.com/resources/software_models/workplace_policy_builder.

In conjunction with the software, Futures Group can also facilitate workplace policy development for your organization. For more information, contact mreeves@futuresgroup.com

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